

EDITED TASK LISTING

CLASS: ASSOCIATE PERSONNEL ANALYST

Task #	Task
1.	Conduct analyses on varied and/or sensitive/complex personnel management matters (i.e. merit issue complaints, emergency appointments, examinations, grievances, illegal good faith appointments, Board of Control claims, etc.) to provide information, options, recommendations, etc. using various personnel references/policies (i.e. SPB laws and rules, SPB's PMPPM, DPA laws and rules, etc.) as needed and/or upon request.
2.	Provide assistance to managers, employees, control agencies, and others on varied and/or sensitive/complex personnel management matters to resolve issues, provide information, options, and/or recommendations, etc. using various personnel references/policies (i.e. MOU's, SPB laws and rules, SPB's PMPPM, DPA laws and rules, etc.) as needed and/or upon request.
3.	Consults with managers, employees, control agencies, and others on varied and/or sensitive/complex personnel management matters to resolve issues, provide information, options, and/or recommendations, etc. using various personnel references/policies (i.e. MOU's, SPB laws and rules, SPB's PMPPM, DPA laws and rules, etc.) as needed and/or upon request.
4.	Consults with and advises to department management or supervisory staff on the interpretation and application of civil services laws and rules and departmental personnel policies as needed and/or upon request.
5.	Gathers data (i.e. pay, classification or examination) to be used in various personnel activities (i.e. classification studies, salary realignment, examination planning/development, job analysis, etc.) using various resources (i.e. manuals, laws and rules, desk audits, staff/consultants, job analysis, etc.) as needed or requested by management.
6.	Evaluates data (i.e. pay, classification or examination) to be used in the formulation of a recommendation and/or plan of action regarding various personnel activities (i.e. classification studies, salary realignment, examination planning/development, job analysis, etc.) using various resources (i.e. manuals, laws and rules, desk audits, staff/consultants, job analysis, etc.) as needed or requested by management.

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7.	In a formal or informal setting, participate in the presentation of personnel matters before DPA, SPB, employees, employee organizations and/or other official bodies, etc., to provide information relevant to the department using supportive data (i.e. expertise, personnel resources, research data, etc.) as needed and/or requested by management.
8.	Reviews proposed personnel actions (i.e. appointments, transfers, out of class, T&D assignments, HAM's, etc.) to ensure conformity with regulations, classification and pay standards or good personnel practice using established guidelines, laws and rules and department policies as needed and/or requested by management.
9.	Develops or participates in the development of policies and procedures relating to the personnel management programs of the Department to ensure consistency and conformity with regulations, classification and pay standards and/or good personnel practice using established guidelines, laws and rules and department policies as needed and/or requested by management.
10.	Develops materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, regulations relating to personnel matters as needed and/or requested by management.
11.	Utilizing materials/tools conducts training for individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, regulations relating to personnel matters as needed and/or requested by management.
12.	Interpret civil service laws, rules, regulations, departmental policies and procedures, etc., in order to gain an understanding and appropriately apply to personnel related matters as needed and/or upon request.
13.	Implement civil service laws, rules, regulations, departmental policies and procedures, etc., related to personnel matters to ensure consistency and compliance as needed and/or upon request.

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14.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
15.	Acts as a leadperson to staff to provide training, instruction and/or guidance in the performance of personnel related tasks using various resources (e.g. policies, procedures, laws, rules, etc.) as needed and/or upon request.
16.	Conducts research in areas of personnel matters (i.e. use of a specific classification, position allocation decisions, etc.) for appropriateness of application in compliance with laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.
17.	Studies various personnel operating procedures to correct problems, streamline processes, incorporate changes, etc. by using various resources (i.e. knowledge, manuals, laws and rules, etc.) as needed and/or upon request.
18.	Represents the department, in formal or informal settings, regarding personnel matters at meetings, conferences, hearings, etc., to obtain information and/or represent the interest of the department utilizing interpersonal skills, professionalism, knowledge, personnel expertise, etc., as needed and/or upon request.
19.	Prepares effective written products (i.e. reports, manuals, policies, procedures, correspondence, memoranda, appeals, budget change proposals, bill analyses, etc.) for the Department utilizing various resources, tools, etc., as needed and/or upon request.
20.	Conducts audits of personnel programs and/or processes (e.g. appointments, bilingual pay, examinations, etc.) to ensure compliance with laws, rules, regulations, policies, procedures, etc. as needed and/or upon request.
21.	Conducts investigations relative to personnel matters (e.g. examination misconduct, grievances, merit issue complaints, illegal appointments, etc.) in order to make a recommendation to management/programs utilizing various tools, equipment, aids, or processes as needed and/or upon request.

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22.	Review/analyze proposed adverse actions to ensure departmental consistency (penalty level, format, etc.), appropriateness, and completeness, etc. using MOUs, laws, rules, regulations, policies, procedures, etc., upon receipt.
23.	Consults with managers, supervisors, and Employee Relations Officers on inappropriate employee behavior to ensure the situation is handled in the appropriate manner (i.e., adverse action, employee counseling record, letter of instruction, etc.) and in compliance with MOUs, laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.
24.	Writes adverse actions and accompanying documents to take disciplinary action on an employee using MOUs, laws, rules, regulations, policies, procedures, etc., upon request.
25.	Compute/make salary determinations to ensure appropriate salary for personnel actions using laws, rules, regulations, etc., as needed and/or upon request.
26.	Conduct analysis to properly classify positions consistent with the state classifications and pay plan utilizing SPB classification specifications, DPA pay scales/C&P manual, allocation guidelines, etc., as needed and/or upon request.
27.	Formulate recommendations to properly allocate positions consistent with the state classifications and pay plan utilizing SPB classification specifications, DPA pay scales/C&P manual, allocation guidelines, etc., as needed and/or upon request.
28.	Revise class specifications to reflect current needs/use of the class (i.e. new legislation; license, education, and/or special requirements; technology; salary; etc.) utilizing data (i.e. desk audits, staff/consultants, job analysis, etc.) as needed or requested by management.
29.	Develop new class specifications to address the needs of the department (i.e. new legislation, new programs, technology, etc.) utilizing data (i.e. desk audits, staff/consultants, job analysis, etc.) as needed or requested by management.
30.	Prepares documents to take disciplinary action against departmental employees utilizing government codes, MOU's, case law, etc. at the request of management.

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31.	Prepares contracts to obtain services from various sources to establish an agreement between the department and the service provider utilizing available resources (manuals, laws, rules, policies, procedures, etc.), as needed and/or upon request.
32.	Provide consultation to the Local Testing Officer and field staff to ensure the Department's delegated testing program is in compliance with Federal Uniform Guidelines on Employee Selection Procedures, laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.
33.	Facilitates the examination development process (e.g. written, QAP, E&E, Promotional Readiness, etc.) to ensure a job related selection process by utilizing various resources (i.e. subject matter experts, classifications specifications, job analysis, laws and rules, manuals, etc.) as needed and/or requested by management.
34.	Composes test items to produce a job related selection component(s) by utilizing various resources (i.e. subject matter experts, classifications specifications, job analysis, laws and rules, manuals, etc.) as needed and/or requested by management.
35.	Acts as chairperson for qualification appraisal panels and written performance examinations to ensure that the proceedings adhere to SPB laws and rules and established guidelines governing the selection process, as needed and/or requested by management.
36.	Acts as proctor for written or written performance examinations to ensure that the proceedings adhere to SPB laws and rules and established guidelines governing the selection process as needed and/or requested by management
37.	Oversees the administration of the entire examination process to ensure that the process adheres to SPB laws and rules and established guidelines governing the selection process as needed and/or requested by management
38.	Conduct job analysis with individuals and groups of job experts, in accordance with the Federal Uniform Guidelines on Employee Selection Process and applicable legal requirements, to determine the important and critical behaviors, skills, knowledge, physical, and other characteristics of the job, as required.

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39.	Prepares examination documents (e.g. 511B, examination bulletin, supplemental application, scannable application, Delegated Testing Procedure Memorandum, etc.) to provide publicity and to assist in the administration of the exam process utilizing the classification specifications and various resources as needed and/or requested by management.
40.	Provide technical assistance to the Local Testing Officer and field staff in order to ensure compliance with the Department's delegated testing program and with Federal Uniform Guidelines on Employee Selection Procedures, laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.